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NASA Procedural Requirements

NPD 1000.3B

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2009**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: The NASA Organization w/Change 25 (07/06/2006)**Responsible Office: Office of Human Capital Management**[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
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Chapter 1: General Provisions

1.1 Organizational Standards

1.1.1 All NASA managers will incorporate techniques that effectively utilize the greatest capability of the human workforce and the physical and fiscal resources toward meeting the NASA mission as defined in the National Aeronautics and Space Act of 1958, as amended, and as further described in the NASA Strategic Plan.

1.1.2 NASA organizations will be designed to avoid layering and overlapping responsibilities and will be consistently described and named, to the degree practical, across the Agency.

1.1.3 Mission statements and organizational charts will be established, modified, and approved by the Administrator for direct-reporting organizations. Center Directors will approve changes to mission statements and organization charts for their respective Center and the Associate Administrator for Institutions and Management will approve changes to mission statements and organization charts for Headquarters offices and Technical and Service Support Centers.

1.1.4 Official organizational charts will identify only organizational structures that have all the features of an organizational element, including permanent staffing. Organizational processes, such as management committees and ad hoc or temporary positions, will not be identified on the organizational charts. Special working relationships with other organizations will be described in the Special Relationships paragraph of the mission statement but not shown on the organizational chart.

1.1.5 Affected parties, including employees, officially recognized employee unions, suppliers, customers, and supporting organizations should be involved in significant aspects of the organizational change process.

1.2 Terms

1.2.1 INSTALLATIONS:

1.2.1.1 Headquarters, composed of the following:

a. Office of the Administrator. This term includes the following officials and staff:

- (1) Administrator.
- (2) Deputy Administrator/Chief Operating Officer.
- (3) Associate Deputy Administrator for Systems Integration.
- (4) Chief of Staff.
- (5) Chief Scientist.
- (6) Chief Health and Medical Officer.
- (7) Director of Advanced Planning.

(8) Program Executive Officer for Integrated Financial Management.

(9) White House Liaison.

b. Mission Directorates. A primary implementer of a NASA mission area. Each Mission Directorate is led by a Mission Associate Administrator who leads their respective mission area and establishes an associated implementation plan. The current Mission Directorates are as follows:

(1) Exploration Systems Mission Directorate

(2) Space Operations Mission Directorate

(3) Science Mission Directorate

(4) Aeronautics Research Mission Directorate

c. Mission Support Offices. Headquarters organizations that establish and disseminate policy and leadership strategies within assigned areas of responsibility in support of all NASA programs and activities.

(1) Office of Safety and Mission Assurance

(2) Office of the Chief Education Officer

(3) Office of the Chief Financial Officer

(4) Office of the Chief Information Officer

(5) Office of the Chief Engineer

(6) Office of Institutions and Management

(7) Office of the General Counsel

(8) Office of the Chief of Strategic Communications

d. Functional Support Offices. Offices that provide functional support to the Agency through their respective Mission Support Offices.

(1) Office of Procurement

(2) Office of Small and Disadvantaged Business Utilization

(3) Office of Human Capital Management

(4) Office of Infrastructure and Administration

(5) Office of Diversity and Equal Opportunity

(6) Office of Security and Program Protection

(7) Office of Public Affairs

(8) Office of Legislative Affairs

(9) Office of External Relations

e. Office of Inspector General.

1.2.1.2 Centers. Primary NASA field entities, each led by a Center Director. Some Centers have component facilities which may be geographically separated from the parent Center. Such facilities are led by a Manager or Head who reports to the parent Center official.

a. Ames Research Center (ARC)

b. Dryden Flight Research Center (DFRC)

c. John H. Glenn Research Center (GRC) at Lewis Field

d. Goddard Space Flight Center (GSFC)

e. Lyndon B. Johnson Space Center (JSC)

f. John F. Kennedy Space Center (KSC)

g. Langley Research Center (LaRC)

h. George C. Marshall Space Flight Center (MSFC)

i. John C. Stennis Space Center (SSC)

1.2.1.3 Component Facilities. NASA Installations with their component facilities annotated are as follows:

- a. Deep Space Network - Goldstone, CA; Canberra, Aus.; Madrid, Spain; (JSC)
- b. Downey Facility (DF) (JSC)
- c. Ground Network at KSC (GSFC)
- d. Independent Verification and Validation Facility (IV&V) (GSFC)
- e. Michoud Assembly Facility (MAF) (MSFC)
- f. NASA Management Office (NMO)/JPL (HQ/Code S)
- g. Plum Brook Station (PBS) (GRC)
- h. Space Network (White Sands, NM) (GSFC)
- i. Wallops Flight Facility (Wallops Island, VA) (GSFC)
- j. White Sands Test Facility (WSTF) (JSC)

1.2.1.4 Jet Propulsion Laboratory (JPL). Government-Owned Contractor-Operated facility (GOCO) is a Federally Funded Research and Development Center (FFRDC) under the terms of a contract with the California Institute of Technology (CalTech).

1.2.1.5 Technical and Service Support Centers. Technical and Service Support Centers provide specialized technical and administrative expertise and support for NASA's programs, projects, and operations.

- a. NASA Engineering and Safety Center (NESC)
- b. NASA Shared Services Center (NSSC)

1.2.2 Officials-in-Charge (OIC) of Headquarters Offices. Headquarters Senior Management officials who report directly to the Administrator or Deputy Administrator.

- (1) Deputy Administrator (Chief Operating Officer)
- (2) Associate Deputy Administrator for Systems Integration
- (3) Chief of Staff
- (4) Chief Scientist
- (5) Chief Health and Medical Officer
- (6) Director of Advanced Planning
- (7) Chief of Safety and Mission Assurance
- (8) Chief Education Officer
- (9) Associate Administrator for Exploration Systems Mission Directorate
- (10) Associate Administrator for Space Operations Mission Directorate
- (11) Associate Administrator for Science Mission Directorate
- (12) Associate Administrator for Aeronautics Research Mission Directorate
- (13) Chief Financial Officer
- (14) Chief Information Officer
- (15) Chief Engineer
- (16) Associate Administrator for Institutions and Management
- (17) General Counsel
- (18) Chief of Strategic Communications

1.2.3 Headquarters Center Executives. Mission AA's who have responsibility to ensure alignment between programs and institutional capabilities are as follows:

1.2.3.1 Mission AA for Space Operations for JSC, KSC, MSFC, and SSC.

1.2.3.2 Mission AA for Science for ARC, GSFC, and for contractual oversight for JPL as an FFRDC.

1.2.3.3 Mission AA for Aeronautics Research for DFRC, GRC, and LaRC.

1.3 Lines Of Succession

1.3.1 LINE OF SUCCESSION: In the following order: Deputy Administrator; Associate Deputy Administrator for Systems Integration; Chief of Staff. The process for designating an Acting Administrator is set forth at 5 U.S.C. 3345 et seq.

1.3.2 OIC's of Headquarters Offices and Center Directors: Whenever an OIC or Center Director is unable to perform assigned duties, the permanently assigned incumbents of the positions listed in the Line of Succession of each mission statement (chapters 4 and 5) are authorized to serve in the order listed in an acting capacity for the OIC or Center Director and to carry out all functions, powers, and duties of such position, pursuant to law and emergency authorities, except the duty of the OIC or the Center Director to succeed to any other NASA position.

Change 14 August 26, 2005

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